

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Director I		
<b>TITLE CODE:</b> 1003	<b>SERIES:</b> Public Health Director	
<b>SELECTION METHOD:</b> 100% qualifying		<b>SALARY: (MIN-MID) \$23.96-\$30.88/HR</b> <b>GRADE: 25</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Board of Health		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Directs the personnel of a local health department in providing a variety of public health services (medical, environmental and supportive services) to the community served by the department. Performs a variety of tasks such as planning, financial management, organizing and measuring performance of staff in a single county. Has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. May serve as secretary to the Board of Health. Supervises 10-35 employees.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's Degree in Business or Public Administration, Health Administration, Public or Community Health, Nursing or other financial, administrative or health related degree from an accredited college or university.

**EXPERIENCE:** Must have three (3) years of experience in Public Health or other health related occupations

OR

an associate degree in Nursing must have five (5) years of evaluated experience in Public Health or health related occupations, three (3) of which must have been in a supervisory or management capacity.

**SUBSTITUTION CLAUSE:** See below

**EDUCATION:** Master's Degree in Business, Public or Health Administration, Public or Community Health, Nursing or other financial, administrative or health related degree from an accredited college or university will substitute for one (1) year of the required experience.

**EXPERIENCE:** An associate degree in Nursing and two (2) years health related experience may substitute for the required education. An associate degree and four (4) years of Public Health experience may substitute for the required education.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) N/A

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Directs the activities of employees in providing medical and environmental programs and services, directs the financial management functions of the department, reviews, approves and monitors program plans for the various services and programs provided by the health department, evaluates employee job performance, develops and maintains appropriate administrative procedures and policies for the operation of the department, Interprets various laws, administrative regulations and policies to ensure conformance and efficient operation of the department, employs staff for the department, meets with Board of Health to describe and discuss activities of the local department in meeting its objectives and develops and maintains a program of public relations designed to promote the services of the health department within the community and attends various meetings at the local, regional and state level

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 3/20/95

**DATE OF LAST REVISION:** 03/26/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

